

1/28/2011

**Public Notice**  
State of Kansas

Request for Proposal  
Leased Office Space

The State of Kansas Department of Revenue is seeking leased space to house operations for the Kansas Driver's License Examining Bureau in Leavenworth Kansas. The Department of Revenue is accepting written proposals for approximately 1,000 sq. ft. of useable space. The space will need to accommodate workstations, customer service area, testing area and forms/equipment storage. The facility must be ADA compliant.

Included in lease proposal, accommodations for off street parking should be available for employee and visitor vehicles in close proximity to entrance of space. Also, a motorcycle testing area located away from general traffic flow areas.

The space may be renovated or remodeled with availability on or before August 1, 2011. Written proposals will be due no later than 2:00 p.m. on March 4, 2011.

Proposals can be sent to:

Kevin Fulton:

Department of Revenue

915 SW Harrison, Room 329

Topeka, Kansas 66612-1588

Fax: (785) 296-2597

[Kevin\\_fulton@kdor.state.ks.us](mailto:Kevin_fulton@kdor.state.ks.us)

The information pertaining to this space search is available at:

<http://www.da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>

### **Agency Background and Scope:**

The Kansas Department of Revenue is seeking a facility to house the Drivers License Examination Station for the Leavenworth County area. The property may be new, renovated or remodeled. Currently the Department of Revenue is located at 113 Delaware Street Leavenworth Kansas, occupying approximately 576 sq. ft.

The lease term Department of Revenue will consider for this proposal will be for a five-year term with one five year renewal option. However; if more acceptable rates are available for longer terms those proposals should also be submitted. Department of Revenue may terminate the lease with 90 days written notice to the landlord.

### **General Criteria**

Requirements of this proposal for a leased facility are listed below.

- The office location is to be in Leavenworth County, Kansas
- Approximately 1000 square feet of Useable Area needed. Rentable Area is expected to be in close proximity to this square footage. The facility is to be sized to accommodate approximately 3 staff workstations. Additional area is required for business operations.
- Provide motorcycle testing area, approximately 25' x 100'. The Motorcycle testing area will be located away from general traffic flow areas "but within a reasonable proximity of the facility".
- Ground level location and direct access to visitor parking and motorcycle testing area is desired.
- Common area restrooms for public use located within close proximity of leased space and maintained by owner are desired along with an employee restroom located within occupied space.
- Off street parking availability for 23 employee and visitor vehicles is required.
- Facility must be ADA compliant.
- The owner is responsible for furnishing and installing the telecommunications wiring, outlets or jacks to meet voice and data requirements per Department of Revenue.
- An estimated 3 telecommunication jacks, 5 general electrical duplex outlets and 5 computer duplex outlets are required. Each location is to have the defined number of jacks or electrical outlets as specified. Electrical circuits for computers and dedicated office equipment are to be separated from general office circuits.
- Department of Revenue will not be responsible for the payment of taxes, insurance and maintenance of the building and its systems. The owner is responsible for maintenance and improvements as a result of typical wear and tear of the facility.
- The owner is responsible for meeting safety and security needs in this request.
- The facility must be accessible during daytime and evening, weekday and weekend.

### **Site Location**

The office location is to be in Leavenworth County, Kansas.

The premises must not be in an area designated as a hazardous waste site, landfill or wetlands area.

**Space Needs**

Department of Revenue prefers the size of the space listed; however, minor adjustments to this size are understandable in order to enhance the design, functional relationships and the available space. Department of Revenue will approve design alterations as the final space plan evolves.

**Space Requirements Breakdown**

LIN E #	UNIT	NOTES	TYPE	WORK AREAS	NET USABLE SQ. FT.	TOTAL NET USABLE SQ. FT.
1	Examiner Office		E			100
2	Testing Customer Service Area		O			802
3	Storage area		E			50
4	Employee Restroom		E			48
	SUBTOTAL					1,000

Note: The Total Useable square footage is expected to be in close proximity to total rentable area.

\*The preceding is the approximate square footage needed. Each building is unique and development of the building floor plan will determine the actual square footage.

**AREA TYPE DEFINITIONS:**

- A** Area partly enclosed or open depending on space plan or building configuration
- E** Enclosed room or workstation with hard wall construction with a door
- O** Open office area - may use miscellaneous open office systems furniture and components (typically Herman Miller). The open office areas typically backup to a spine wall.

**Parking Needs**

Off street parking for a minimum of 23 vehicles is to be provided to the office as listed in the following summary. The cost for parking is to be included in the cost of the lease.

Parking areas should be paved with asphalt or concrete and have adequate drainage, striping, and curbs or bumper blocks. The arrangement of the parking should not detract from the image or visibility of the building and should emphasize the location and provide easy access to the front entry. Department of Revenue expects typical dimensions, clearances and aisle widths to be used in planning for parking areas. Minimum stall width is to be 9.5 feet. Accessible stalls need to meet requirements of Americans with Disabilities Act Accessibility Guidelines. Adequate care is to be taken to consider walkways. Appropriate signs and safety markings must be provided in all parking and driveway areas (see Part 5, Finish Materials).

**Ceilings:** Ceiling fans are required for testing customer service areas and anywhere that air movement cannot be guaranteed. These ceiling fans are to operate with wall switches not with pull chains.

**Acoustics:** Care should be taken to consider sound deadening materials and design. Sound insulation or sound batting must be installed in all enclosed, hard-wall rooms; this is required for the interior side walls and is also required in the ceiling above such rooms. Control of noise in the HVAC system and adequate insulation of duct work is needed.

**Restrooms:** Common area public restrooms must be located in close proximity to occupied space. Maintenance of the common area public restrooms will be the responsibility of the landlord. One restroom is to be provided in the employee/staff work area within the leased space. Restroom is to be equipped with an exhaust fan and wall switch to operate this fan. All restrooms shall comply with ADA design requirements. Sound containment within the restrooms is required. The restrooms are to be equipped with a floor drain. Accessories are discussed in the Finish Materials section.

**Water Fountains:** Water fountains are to be provided adjacently to each set of restrooms. These must be electric refrigerated type water coolers and shall comply with ADA design requirements and to be fully accessible to disabled individuals.

**Entrance Ways:** A double door public entry vestibule will be provided of an approximate size of six feet by eight feet. This vestibule will have an airlock design with two sets of double doors. Each set of double doors is not to have a center support, i.e., both doors can be opened so as to provide a large, open, unobstructed entry pathway if needed. One of the double swing entry doors on each set of doors, for a total of two doors on the same pathway, shall be accessible, power operated doors with handicap opening operators (touch plates with the handicap symbol) on each side of each door to provide accessible entry for the physically challenged. Alternative powered door opening mechanisms to provide accessibility will be considered. Additional employee entranceway(s) and emergency exits shall be provided. The vestibule area of the public entranceway may have a recessed grated floor system, typically with aluminum treads to provide for dirt, mud, and snow removal as an additional design option.

**Exterior Signs:** Furnish and install an aluminum exterior sign with 6" high letters of "KANSAS DRIVER LICENSE " Sign to be approved by authority having jurisdiction. Furnish and install a decal sign on the window inside the foyer to indicate office hours. Directional and traffic control signs are to be installed in driveways and parking area as needed and required. Parking areas shall also be identified by signs for Accessible stalls.

**Windows:** A suitable number of Low-E anti-glare exterior windows are desired.

## **Finish Materials**

Selection of typical finish materials will be made by Department of Revenue from several choices presented by proposer. The proposer should present a recommended material list that takes into

account durability and the normal amount of wear and tear associated with Department of Revenue offices.

The proposer shall be responsible for maintenance and improvements required as a result of typical wear and tear. The proposer shall maintain or replace the selected finish materials as part of the base rent for the term of the lease, according to the reasonable life expectancy of such materials and finishes, except for damages or unusual circumstances caused by Department of Revenue. All finishes and materials in the proposed facility should receive appropriate maintenance or replacement provided by the proposer. Painted walls, carpeting and other flooring are of particular concern to Department of Revenue. The proposer shall plan on repainting at the beginning of year five and at a minimum of five year intervals thereafter at no cost to the lessee. Similarly, carpet shall be replaced at the beginning of year five and at a minimum of five year intervals thereafter at no cost to the Lessee.

**Flooring:** Only carpet designed for heavy wear (density of not less than 28 ounce weight) for the term of the lease will be accepted. Department of Revenue prefers to choose the carpet to ensure durability and compatible colors. Carpet adhesive shall be solvent free and carpet shall be approved by the Carpet and Rug Institutes Indoor Air Quality Testing Program. Appearance loss and maintenance needs shall be considered in carpet selection. Entrances, restrooms, break rooms should have resilient tile or ceramic tile flooring. Resilient flooring to be 12 inch by 12 inch vinyl composition tile or equivalent. All walls shall be trimmed out at the bottom with 4 inch vinyl or rubber cove base. Restrooms are to have a 6-inch cove base that may be integrated with the flooring. Ceramic tile splash back to be placed on walls behind sinks and paper towel holders.

**Ceilings:** Typical standard ceiling consists of two foot by four foot acoustic ceiling, white metal grid, flush tiles with lay in ceiling light fixtures. Alternatives will be considered. Telecommunications and electrical wiring typically run above dropped ceiling using manufactured commercial wire racks/trays.

**Painting:** All walls, steel door frames and steel doors should be painted. Two coats of semi-gloss finish over primer as required. Paint material shall be acrylic latex or type appropriate to the material. More durable finishes shall be used in restrooms, break rooms and public entry. All wood doors shall be stained and clear finished. Suggested painting intervals shall be five years.

**Doors:** All doors shall be a minimum width of 32 inches with a preference of 36" width. Greater width doors are required for main entry, interview rooms and telecom room. Doors shall be equipped with accessible hardware and have a door stop. All security access doors are required to have a door closer.

**Toilet & Restrooms:** All restrooms shall have accessories. Accessories shall include mirrors, soap dispensers, trash containers, toilet tissue dispensers, napkin dispensers and napkin disposal units. Also hand dryers, automated flush toilets and faucets should be considered as an option. Toilet privacy partitions are to be provided for restrooms with more than one water closet and/or urinal. Restrooms shall be equipped with a floor drain.

**Window Blinds:** All exterior Low E windows shall have 2-inch horizontal blinds.

**Interior Signs:** The proposer shall install room signs, typically including room function and room number, on all enclosed offices, hard wall rooms such as conference rooms, break rooms, equipment rooms and restrooms. In addition the proposer shall install room signs as required by ADAAG or building codes.

## **Safety and Security**

**Life Safety:** A life safety system shall be provided that meets building code and NFPA recommendations (NFPA 72, 1999 or newer, National Fire Alarm Code and NFPA 70, 1999 or newer, National Electrical Code). A fire alarm, smoke detection (and/or heat detection) and automatic fire sprinkler system shall be provided in the building. Appropriate fire rated structure, walls and doors are required per building codes and industry standards. HVAC equipment interlocks shall be provided as required by NFPA, UBC and

local jurisdictions based on the proposed facility and its configuration. Fire extinguishers shall be provided and maintained as required by code in finished areas in compartments and in service areas hung directly from the wall. Notwithstanding code requirements, fire extinguisher and fire sprinkler inspection and maintenance is required no less than once a year by trained personnel at no cost to the Lessee.

Emergency lights shall be provided, with rechargeable batteries and with a changeover time of no more than ten seconds. Exits and exit access shall be marked by approved illuminated signs readily visible from any direction of access.

The proposer shall identify all known or suspected hazardous or contaminated conditions on site including, but not limited to, subsurface, surface, and the building and its building envelope. Identify status of asbestos abatement, if any, for facility. Identify known or suspected areas of asbestos contamination. Identify known surveys and abatement projects or investigations and the author.

Department of Revenue reserves the right to require the proposer to provide appropriate environmental audits, hazardous material studies and abatement. Department of Revenue will determine the need for this during negotiations.

**Security:** Design shall consider relevant security needs for the building and site. Consideration is to be given to ensuring visibility throughout the facility. Security concerns should be developed with Department of Revenue as part of the design and construction process.

*Door Locks and Keys:* Exterior entrance doors shall have a key override. Consideration should be given to access to local fire department and emergency personnel. All enclosed offices are to have locking doors with three keys are to be provided for each office.

*Lighting:* It is preferred that building exterior and site lighting be automatically controlled by photo sensors, time clocks, or a combination of both where required for security conditions. Interior controls and lighting for after hour usage shall be provided.

## **Variances**

All variances to the Specifications and Attachment(s) must be fully explained on a separate document attached to the completed proposal. Failure to comply with this requirement may result in disqualification of the proposal or, at the discretion of the State, insistence on full compliance with Specifications.

## **Energy**

In order to address increasing energy cost, the State of Kansas will require the completion of an energy audit when submitting a lease proposal. The State of Kansas has determined the EPQ administrated Energy Star auditing program is an acceptable tool in determining the energy usage of the proposed property. The program is free to use after registering at the EPA website. The program will require the entering of the most recent 12 months of utility data, number of employees located in the building and number of computers. **Please submit the audit finding with your proposal.**

The EPA Energy Star website can be found at:

[http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager)

## ADA Checklist

The proposed facility must be ADA compliant. The ADA Checklist can be found on the Department of Administration web page at: <http://www.da.ks.gov/fm/dfm/services/leasing.htm> under Resources. **The completed form must be submitted with your proposal.**

## Tax Clearance

Per KSA 75-3740, the Department of Administration may reject the bid of any bidder who is in arrears on taxes due the State of Kansas. The Secretary of the Kansas Department of Revenue is authorized to exchange such information with the Director of Administration as is necessary to determine a bidder's tax clearance status, notwithstanding any other provision of law prohibiting disclosure of the contents of taxpayer records or information.

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

Bidders (and their subcontractors, if applicable) are expected to **submit a current Tax Clearance certificate with every submitted proposal**. Bidders may obtain a Kansas Tax Clearance certificate through the Kansas Department of Revenue's secured website at: <http://www.ksrevenue.org/taxclearance.htm>.